



Department of Housing and Community Development

NOTIFICATION OF VACANCY

December 5, 2017

**HOUSING PROGRAM ADMINISTRATOR
(Program Administration Specialist II)**

POSITION #00246

LOCATION:

**DHCD
600 E MAIN ST. STE 300
RICHMOND, VA 23219**

HIRING RANGE:

Negotiable up to \$60,000 Annually

DUTIES AND RESPONSIBILITIES:

The Virginia Department of Housing and Community Development is seeking a knowledgeable self-starter to fill our Housing Program Administrator position. This position is primarily responsible for data collection, reporting, and database management aspects of the Weatherization Assistance Program. The position provides programmatic technical assistance to subgrantees through the accurate interpretation of all applicable state and federal regulations associated with all funding sources. Recommendation of policies and procedures, coordination of service delivery, and promotion of program goals and objectives are included.

QUALIFICATIONS GUIDE:

The occupant of this position must possess a high level of knowledge and understanding of, and the ability to interpret, the accompanying federal and state regulations of the following programs: The U.S. Department of Energy Weatherization Assistance Program, the U.S. Department of Health and Human Services Low Income Home Energy Assistance Program, and the Virginia Department of Social Services Low-Income Home Energy Assistance Program. Excellent oral and written communication skills, strong analytical capabilities, and the ability to implement federal grant programs are required. Must be familiar with Windows based computer software and have strong overall computer skills. A strong familiarity with spreadsheet and database programs is desirable, as well as technical knowledge of residential energy conservation and building science. Must be capable of working with diverse populations, have general knowledge of construction principles, and be able to work in a fast paced environment. Must be able to engage in periodic overnight travel. Degree in planning, public administration, or business administration is preferred; equivalent work experience may be accepted in lieu of educational requirements. Experience in managing multiple programs and priorities is necessary; experience in implementing programs targeted to affordable housing and in grants management is needed. Driver's license is required.

TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ONLINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov> BY DECEMBER 19, 2017 AT 11:59 P.M.

For additional information, please contact our Human Resource Office, at (804) 371-7080

An Equal Opportunity Employer

*Women, Minorities, Veterans and people with disabilities, AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.
Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process*
